

## **Human Resources Director (Hybrid) – Sacramento**

We are seeking an experienced **Human Resources Director** to join a respected, multi-office professional services firm in **Sacramento**. This is a full-time leadership role reporting directly to executive management, with responsibility for overseeing and advancing all aspects of the firm's human resources function.

This position offers a **hybrid work arrangement**, providing flexibility while maintaining a strong on-site presence to support leadership, attorneys, and staff.

### **Key Responsibilities**

- Lead firm-wide talent management, including recruitment, onboarding, performance management, and career development
- Partner with leadership to evaluate staffing needs and implement proactive retention strategies
- Serve as a trusted advisor on employee relations, workplace investigations, conflict resolution, and disciplinary matters
- Administer leaves of absence (FMLA, CFRA, ADA accommodations, SDI, PFL) and ensure compliance with employment laws
- Develop, implement, and maintain HR policies, procedures, and the employee handbook
- Oversee compensation strategy, salary benchmarking, and annual review processes
- Manage and enhance benefits programs, including health insurance and retirement plans
- Lead, mentor, and develop the HR team while overseeing HR operations and HRIS systems

### **Qualifications**

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Prior experience in a **law firm or professional services environment** strongly preferred
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification strongly preferred
- Strong knowledge of California employment law and HR best practices
- Excellent leadership, communication, and interpersonal skills

- Ability to travel occasionally to other firm offices (approximately 10%)

### **Compensation**

- **Salary Range:** \$150,000 – \$180,000 (depending on experience)
- **Full menu of benefits**
- **Based in Sacramento**

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